

Initiator's Acquisition Checklist



PR Number:					
Initiator:		Code:	Phone:	E-mail:	Fax:
Contract Specialist:		Code:	Phone:	E-mail:	Fax:
Description of the Procurement: (Required for Processing)					
1. PROCUREMENT/SAFETY INFORMATION					
a. Competitive		SBIR	STTR	PO	Other
b. Services		Goods/Materials/Equipment			
c. Will the work will be conducted completely or partially on premises owned or controlled by the Government? Yes No					
The work will be performed at:					
GSFC		WFF	Other Federal Government Facility		Contractor Facility
d. The work to be contracted includes:					
Construction: Yes No		Alteration: Yes No		Repair: Yes No	
e. Will the work, regardless of place of performance, involve hazards as defined and listed below? Yes No					
If hazards are involved in this procurement, as defined in the information listed below, or require a safety certification as prescribed in paragraph 7.4.5 of NPR 8715.3, the hazards must be identified on the checklist.					
Hazardous Material is defined as a substance, material or device that may pose an unreasonable risk to health and safety of personnel or property. A list of materials may be found in 49 CFR 172-101. Typical hazardous materials are those that may cause adverse health effects or produce contamination or pollution of the environment. These include materials considered poisonous, toxic, explosive, flammable, corrosive, oxidizer, or radioactive.					
Hazardous Operations are those that involve the use or handling of hazardous materials or involve the use of other materials, elements, or phenomena at abnormal environmental or physical conditions that require special precautions. Some examples are high pressure gas operations (in excess of 150 psig), low pressure (vacuum), explosives, the use of Lifting Devices and Equipment (LED), heavy material handling equipment, high or low temperature environments, operations in spaces with less than 19.5% or more than 25% oxygen by volume at normal atmospheric pressure, forced variations in gravity, excessive radiation, vibration, or noise = or >80 db at a distance of 1 foot (approximately the noise of a vacuum cleaner).					
Hazard Description			Hazard Description		
Blood-borne Pathogens	Yes	No	Fire Protection:		
Changes to Building Mechanical/Electrical Systems	Yes	No	Fire Protection System Modifications	Yes	No
Confined Spaces (Permit or Non-permit)	Yes	No	Hot Work (Arc Welding & Cutting, Oxygen Fuel Gas Cutting & Welding, Burning, Grinding, etc.	Yes	No
Controlled Drugs	Yes	No	Hazardous Materials:		
Electrical:			Asbestos	Yes	No
Control of Hazardous Energy (Lock Out/Tag Out)	Yes	No	Corrosives	Yes	No
Low-Voltage (Above 50 Volts AC/DC)	Yes	No	Explosives	Yes	No
Hi-Voltage (Above 550 Volts)	Yes	No	Flammables	Yes	No
Work on Live (Electrified) Components	Yes	No	Hazardous Waste Operations (HAZWOPER)	Yes	No
Fall Protection:			Lead	Yes	No
Powered Platforms/Man Lifts	Yes	No	Nanomaterials	Yes	No
Vehicle Mounted Elevating/Rotating Work Platforms	Yes	No	Oxidizing Materials	Yes	No
Scaffold Erection	Yes	No	Ozone Depleting Substances (see full list @ http://www.epa.gov/ozone/ods.htm)	Yes	No
Work Above 6 Feet	Yes	No			

Hazard Description		Hazard Description	
Hazardous Materials (Continued):		Noise Emission = or > 80db	Yes No
Petroleum Products	Yes No	Pressure Vessels/Pressurized Systems and Components	Yes No
Toxic/Poisonous Materials	Yes No	Radioactive Materials:	
Other Hazardous Materials (See full list @ 49 CFR 172-101)	Yes No	Ionizing Radiation (Radioactive Sources or X-ray Devices)	Yes No
Materials Handling:		Non-Ionizing Radiation (Lasers, Radio Frequency, Ultraviolet, Infrared)	Yes No
Heavy Material Handling Equipment	Yes No	Storage Tanks	Yes No
Mobile/Truck Cranes	Yes No	Trenching/Shoring Operations	Yes No
Mechanical Power Presses	Yes No	Waste Generation	Yes No
Overhead Cranes	Yes No	Wells/Drilling Operations	Yes No
Powered Industrial Trucks	Yes No	Other Hazardous Operations	Yes No
2. TRANSPORTATION/EXPORT ISSUES: (If yes, contact GSFC Transportation Office/Code 274)			
Will Government transportation services be required (such as Air, Surface, Rail, Sea, Customs, Motor Pool Vehicle)?			Yes No
Will the Government transportation services involve handling of hazardous materials?			Yes No
3. RECERTIFICATION INFORMATION: (If yes, contact GSFC Recertification Program Manager/Code 540)			
Does this procurement involve the purchase or rental/lease of any type of lifting equipment (cranes, forklifts, mobile platforms, slings, shackles, etc.)?			Yes No
Does this procurement involve the purchase or rental/lease of any type pressure vessels, vacuum vessels (>100 cubic feet capacity), or pressure system components?			Yes No
4. ENVIRONMENTAL INFORMATION: (If yes, contact GSFC Environmental Team/Code 250)			
Will this procurement involve any discharge to Air, Land, or Water (including Storm or Sanitary Systems)?			Yes No
Will this procurement involve purchasing hazardous materials or items that may be on the EPA designated list for Recovered Materials, or on the list of Federal Biobased Preferred Procurement Program, e.g., construction products, cleaning products, equipment lubricating products, paper and non-paper office products? (For a complete list, visit www.epa.gov/cpg and www.usda.gov/biopreferred).			Yes No
Will this procurement involve any land or wetland disturbance?			Yes No
Will this procurement involve construction/demolition?			Yes No
A Copy of the PR and Statement of Work (SOW) must accompany this form for processing			
Person Responsible for Statement of Work. Printed Name:	Date:	Person Responsible for Statement of Work. Signature:	
Safety and Environmental Review			
Solicitation and Contract Requirements are Recommended as Follows:			
List of FAR, NASA FAR Supplement, and GSFC Applicable Clauses:			
Reviewed By:		If this box is marked, please see additional clauses attached.	
Authorizing Signature:	Code:	Phone:	Date: